



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)**  
**TO PROVIDE TECHNICAL SAP STAFF**  
**AUGMENTATION**

**RFP # 10175BC**  
**10/6/2010**

**DIVISION OF INFORMATION & SUPPORT SERVICES**  
**EDWARD A. RATH COUNTY OFFICE BUILDING**  
**95 FRANKLIN STREET**  
**BUFFALO, NEW YORK 14202**

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## **I. INTRODUCTION**

### ***A. Overview***

Proposals are requested by the Erie County Department of Information and Support Services (DISS) for SAP technical consulting Services for assistance in the implementation of SAP CRM and Business Objects systems. The project is estimated to start on January 10, 2011 and has a projected completion date of March 10, 2011.

It is the County's intent to select the Proposer (CONTRACTOR) that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

## **II. PROPOSAL PROCEDURES**

### ***A. Anticipated Schedule of Proposal***

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	October 6, 2010
Proposals Due:	November 8, 2010
Selection Made:	30 days following due date
Contract Signed:	Following all necessary County approvals

***B. General Requirements***

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. Submit three (3) original hardcopies and at least one (1) electronic copy; cost responses can be provided in an Excel worksheet. Electronic responses can be in ZIP, PDF, XLS, DOC, or PPT format and in any combination.
3. Submit the proposals to:

Joseph Ippolito  
Erie County Division of Information & Support Services  
95 Franklin St. Room 1505  
Buffalo, NY 14202  
[Joseph.Ippolito@erie.gov](mailto:Joseph.Ippolito@erie.gov)

**All proposals must be delivered to the above office on or before November 8, 2010 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.**

4. Requests for clarification of this RFP must be written and submitted to Joseph Ippolito at 95 Franklin Street, Room 1505, Buffalo, New York 14202 no later than 4:00 PM on October 29, 2010. Formal written responses will be distributed by the County on or before November 3, 2010. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

### III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

#### ***A. Scope***

The County DISS will serve as the overall project manager. The contractor staff shall provide resources to work at the direction of the County, as determined by the DISS designee. The contractor may be asked to provide an experienced project manager to assist the DISS designee with project management related activities such as developing and tracking the actual project plan in Microsoft Project.

The contractor shall provide experienced, credentialed staff to assist the County DISS personnel with the implementation and final acceptance of this project. This shall include knowledge transfer and functional training for the County SAP technical support staff for the correct operation and maintenance of this system.

The contractor's staff must have personal experience with SAP implementation projects, specifically in the areas of Business Objects, Solution Manager and CRM. We expect to hire separate staff for each of these implementations.

If Erie County asks the contractor to provide a project management resource, this individual may be designated as the lead to manage other staff on the project, working closely with the County's DISS staff, to ensure the project is progressing as planned. The Contractor(s) should provide expertise in at least one technical or functional area relating to the project.

The SAP Contractor(s) assigned to this Project will assist with tasks related to:

- Modeling the current business environment and the desired future state
- Environment Identification of top business drivers and Key Performance Indicators (KPIs)
- Plan a long-term, high-level implementation road map
- Visualization & Prioritization of the new dashboard analytics application scenarios
- Prepare initial BOBJ analytical application and assist with installation and its implementation.

The specific requirements for SAP implementation of CRM include:

- Use SAP CRM to implement an internal helpdesk system using ITSM (IT Service Management).
- Setup the ITSM solutions with default delivery customizing
- Primary areas of focus are
  - a. Service request (Incident)
  - b. Master Service Request (Problem)
  - c. Knowledge Article
- Provide necessary training with regards to the ITSM processes and performing ITSM related configurations such as auto-complete, Business Rules Engine, and Mail Forms.
- Assist is setup of Organization Structure
- Reporting

- Integration with TREX

### Potential Staff Resources needed

- SAP CRM Contractor, Implementation Specialist (1 or more)
- SAP Business Object Contractor, Implementation Specialist (1 or more)
- Additional SAP functional staff

### Work Effort & Location

- Onsite full time or as negotiated
- Onsite full time or as negotiated
- Onsite or offsite as needed for specific issues

**Note:** Current operating system and SAP modules are listed in Exhibit A.

### ***B. Experience/ Qualifications***

The following are the qualifications of each member of the staff

- Preferred to be SAP certified and have 7-10 years of SAP experience.
- Required to have functional knowledge and experience in the modules of Business Objects, CRM, and Solution Manager.
- Recommended to have experience in the public sector.
- Must be U.S. Citizen or have H1-Visa.
- Must be proficient in English, and have excellent communication skills.

### ***C. Length of Contract***

Using standard ASAP methodology, it is estimated that the implementation phase of the system will be completed in 8 weeks. This time frame may be extended. This project will begin upon issuance of a formal notice to proceed. Resources must be available at that time to begin working full time. Staff is expected to make all reasonable efforts to be on-site Monday to Friday, hours 8:00 AM to 4:00 PM, except for County Holidays and weekends. There may be instances when weekends or off-hours are required. Contractor shall specify a detailed timeline for the overall project.

### ***D. Project Billing and Accounting***

The Services provided by SAP will be invoiced monthly, on a time and expense basis. The invoice will include a summary of the hours charged by Consultant, and all applicable expenses. SAP may issue separate invoices for time and related expenses. Hours will be accounted for daily through an Erie County swipe system or timesheet.

#### IV. STATEMENT OF RIGHTS

##### *A. Understandings*

**Please take notice**, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;

- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline

### ***B. Evaluation***

Proposals will be evaluated based on the following criteria.

#### Expertise/Experience

- Demonstrate that you have the capacity to provide these services. Provide a brief history of your experience, relating to SAP projects and implementations. Discuss how long you have been delivering SAP services.
- Describe your experience with public sector Clients.
- Describe your experience with Business Objects, Solution Manager and CRM.
- Provide references from your SAP clients. (Contact Name, Address, Company name, Phone number, services provided)
- Present your special expertise for the project and how your firm's qualifications would best serve the County on this Project.
- Resumes should be attached at the end of the proposal

#### Rate

- Indicate the blended hourly rate for each of the proposed staff.
- The blended rate should be loaded to include all travel and living expenses, including transportation, meals, lodging, and mileage.



Proposers MUST sign the Proposal Certification attached hereto as Exhibit B. Unsigned proposals will be rejected.

Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.

No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

### ***C. Contract***

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a [\_\_\_\_ ( ) year] period commencing \_\_\_\_\_, 20\_\_ and terminating \_\_\_\_\_, 20\_\_ [The County, in its sole discretion may extend the agreement beyond its initial term for up to \_\_\_\_\_ ( ) additional \_\_\_\_-year periods at the same prices and conditions]

### ***D. Indemnification and Insurance***

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Contractor agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Contractor shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Contractor or third parties under the direction or control of the Contractor; and

(b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Exhibit C.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

### ***E. Intellectual Property Rights***

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

All deliverables created under this Agreement by the Contractor are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Contractor hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Contractor agrees to assist the County, if required, in perfecting these rights. The Contractor shall provide the County with at least one copy of each deliverable.

The Contractor agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Contractor agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Contractor in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Contractor may retain copies of such records for its own use.

### ***F. Non-Collusion***

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

### ***G. Conflict of Interest***

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

### ***H. Compliance with Laws***

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

### ***I. Contents of Proposal***

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) Insert the following notice in the front of its proposal:

#### **"NOTICE**

**The data on pages \_\_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.**

**The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."**

And

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " \* **THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

### ***J. Effective Period of Proposals***

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

**EXHIBIT A – Technical and Operating Environment**

Current standards for Erie County include:

**A. Server:**

Computer Operating System Windows, UNIX Preferred DBMS Oracle 9i for SAP or above MS SQL Server 2000 or above

**B. Workstation**

Operating System Windows 98SE, 2000, XP Pro Personal Productivity Software MS Office 97/Outlook 98/ Office 03/ Outlook 03

**C. Network**

**Operating System Windows 2000/2003 Topology TCP/IP E-mail System Exchange 2000/2003**

**Current SAP Modules in Use**

Financial	FI, FM, AP, AR, CO, AM
Human Resources	PA, ESS, PY
Materials Management	MM
Reporting tools	ABAP, ALS, Report Writer, Report Painter, SAP Query, SAP script, BoBJ, & Crystal

**Technical Release/Statistics**

Item	Release/Statistic
Current SAP R/3 Version	ECC 6.0
Current Basis Release	700/20
Current Kernel	701
Current RBDMS Vendor	Oracle
Current RBDMS Version	10.2.0.4
Current Hardware Platform	IBM BladeCenter HS22 – VIO/VM Enabled
Current Operating System	AIX 5.3 ML 11
Number of SAP R/3 System in landscape	6
Size of production SAP R/3 Database	308.1
Existing growth of the Production Database	3-4GB/mo

**SAP Hardware Platforms in Use**

SID	Description	Release	Type	RAM	CPU
R/3 PRD	R/3 Production	ECC 6.0	PHYS	32 GB	4-core, 4.0 GHz POWER6
R/3 SND	R/3 Sandbox	ECC 6.0	LPAR	10 GB	2-core, 3.8 GHz POWER6
R/3 TRN	R/3 Training	ECC 6.0	LPAR	9 GB	
R/3 CAB	R/3 Crash & Burn	ECC 6.0	LPAR	10 GB	
EP PRD	Enterprise Portal Production	EP 7.00 PatchLevel 111772.44	PHYS	16 GB	2-core, 3.8 GHz POWER6
CRM DEV	CRM Development	SAP CRM ABAP 7.0	LPAR	10 GB	2-core, 3.8 GHz POWER6
SOL DEV	Solution Manager Development		LPAR	6 GB	2-core, 3.8 GHz POWER6
EP QAS	Enterprise Portal Quality Assurance	EP 7.00 PatchLevel 111772.44	LPAR	8 GB	
PRDAP	Production Application Server	ECC 6.0	LPAR	13 GB	2-core, 3.8 GHz POWER6
R/3 DEV	R/3 Development	ECC 6.0	LPAR	9 GB	2-core, 3.8 GHz POWER6
R/3 QAS	Quality Assurance	ECC 6.0	LPAR	10 GB	
EP DEV	Enterprise Portal Development	EP 7.00 PatchLevel 111772.44	LPAR	9 GB	

**EXHIBIT B – Proposer Certification**

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

*Proposer Name*

By:


*Name and Title*

## EXHIBIT C – Standard Insurance Provisions (double click to edit form using PDF)

**County of Erie Standard Insurance Certificate**

LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.



<b>I Insured</b> Name _____ Address _____ Zip _____ Phone No. _____	<b>III Companies Affording Coverages</b> A _____ B _____ C _____ D _____
<b>II Issuing Agency</b> Name _____ Address _____ Zip _____ Phone No. _____	

**IV** This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
Company Letter - from III above				Check the Box	Occurrence	Aggregate
	<b>1. General Liability</b> <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	<b>2. Automobile Liability</b> <input type="checkbox"/> Comprehensive Form <p style="text-align: center;">OR</p> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	<b>3. Excess Liability</b> <input type="checkbox"/> Umbrella Form <p style="text-align: center;">OR</p> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	<b>4. Worker's Compensation &amp; Employer's Liability Disability Benefits</b>			Statutory Statutory		
	<b>5. Other</b> <input type="checkbox"/>					

**V.** County of Erie is included as an additional insured under the following Policy numbers:

**VI.** Description of Operations: it is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

**VII.** Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail \_\_\_\_\_ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>VIII. Name and Address of Certificate Holder &amp; Recipient of Notice:</b> County of Erie c/o Department of Law 69 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued _____ Auth. Representative _____ Firm name & address _____ _____ _____
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**FOR COUNTY USE ONLY:**

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____



# RFP# 10175BC Division of Information & Support Services

## INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
- A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
- B. Coverage must comply with all specifications of the contract.
- C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	NCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract	INCL UDF	INCL UDF	INCL UDF	INCL UDF	INCL UDF	INCL UDF	INCL UDF
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	NCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCL UDF		INCL UDF	INCL UDF	INCL UDF	INCL UDF	INCL UDF
Excess Umbrella Liab.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Adm'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

\* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

\*\* Snow removal contracts require evidence of broad form property damage.

\*\*\* In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

\*\*\*\* Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.